

May 17, 2006
SUPREME COURT OF MISSOURI
Board of Certified Court Reporter Examiners

NOTICE OF EXAMINATION

The Board of Certified Court Reporter Examiners is pleased to announce the 2006 schedule for the Certified Court Reporter Examination conducted under Supreme Court Rule 14. **The Fall examination will be held on Friday, October 13th and Saturday October 14th, in Columbia, Missouri.** Details for the fall examination are as follows:

WRITTEN EXAM*
Date: Friday, October 13th, 2006
Time: 6:30 p.m. - Registration
7:00 p.m. - Examination
Place: **Ramada Inn Conference Center**
1100 Vandiver Dr.
Columbia, MO 65202
573-449-0051

SKILLS EXAM*
Date: Saturday, October 14th, 2006
Time: 8:00 a.m. - Registration
8:30 a.m. - Examination
Place: **Ramada Inn Conference Center**
1100 Vandiver Dr.
Columbia, MO 65202
573-449-0051

Please find an application packet with instructions. Each applicant must complete a new application for each testing, in accordance with the instructions provided and in the format requested. Properly completed applications, including the required fee of \$100.00 must be **received** in the Office of the Clerk of the Supreme Court not later than **September 14th, 2006, for the Fall examination.**

Normally, examination results are available within sixty (60) days after the examination date. All participants will receive a letter indicating a pass/fail status for each section, i.e., Part I and Part II (180, 200, 225) of the examination. No test results are available by phone.

All letters of inquiry (**must be typed**) regarding the examination should be directed to:

Clerk of the Supreme Court
P.O. Box 150
207 West High Street
Jefferson City, MO 65102

OR

Email: Maggie_Burch@courts.mo.gov

***Schedules and location are subject to change at the discretion of the Board.**

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. Application must be typed. Use the worksheet to compile your answers, then type the application to be submitted.
2. All questions must be answered fully and completely. Attach additional sheets, as needed.
3. A color photo must be taped to the space provided in the upper right-hand corner of application (*trim photo to fit space*).
4. If you plan to participate in the written examination and you wish to receive a Study Guide, you must request it in the space provided on the application.
5. **All applications must be signed and dated.**
6. A cashiers check or money order in the amount of \$100.00 must accompany the application. Personal checks are not accepted.
7. Failure to provide accurate information in the format requested will result in rejection of the application.

OTHER INSTRUCTIONS

1. Upon acceptance of your application & fee, this office will send a letter of confirmation containing instructions regarding examination day. Please adhere to those instructions if you wish to be admitted to the examination.
2. If you have not received a confirmation letter ten days prior to the examination, call this Office at 573-751-7342. Do not wait until the day before the examination. Do not appear at the examination site if you have not received confirmation from this office.

EXAMINATION DAY

1. Registration

Please arrive in an orderly & timely manner. Registration is at 8 a.m. Prior to that time, staff and board members are busy with other duties and they do not have time to answer questions. Please reserve your questions until it is your turn to register. Please arrive at the registration table with your paperwork completed and in order. Have your identification ready to present.

2. Testing

The Board of Certified Court Reporter Examiners administers the examination in three parts: written, dictation, and transcription. Immediately after the registration period, the Board conducts introductions and announcements, at which time you will be instructed as to time segments for the various sections of the examination, which are at the Board's discretion and which may vary from examination to examination. Do not assume that you will have time to study or practice on examination day. All applicants should arrive prepared to begin testing.

3. Prior to exiting the testing room, please check to see that you have entered your ID # in the upper-right hand corner of each page of your test papers. Enter a page number at the bottom center of each page of transcription. Each sheet of transcription should bear the following:

Speed (i.e., 180, 200, 225) - upper left hand corner

ID # - upper right hand corner

Page # - bottom center

Example, First Page

180, pgs. 1-4

ID # 3

1

Example, Second Page:

180, pgs. 1-4

ID # 3

2

4. Staple your test pages, together and hand to the proctor prior to quietly exiting the transcription room.
5. At the end of the testing period, you may return to collect your equipment.
6. All notes shall be placed in the exam folder provided to you.
7. If you did not transcribe any section of the exam please mark your folder under the appropriate section you did not transcribe with NT.
8. PLEASE REMEMBER TO SIGN YOUR EXAMINATION FOLDER IN THE BOTTOM RIGHT CORNER
9. TURN YOUR FOLDER IN AT THE REGISTRATION TABLE. FAILURE TO TURN IN YOUR EXAM FOLDER COULD RESULT IN A RE-TAKE OF THE EXAM AT YOUR EXPENSE.
10. MOST IMPORTANTLY, PLAN AHEAD SO THAT YOU ARRIVE RESTED AND PREPARED.

